



CITY OF HOUSTON

Job Posting

TN

Applications accepted from: ALL PERSONS INTERESTED

Job Classification MECHANIC I
Posting Number PN# 106823
Department Department of Public Works & Engineering
Division Right-of Way & Fleet Maintenance Division
Section Fleet Services Branch
Reporting Location Various
Workdays & Hours Various*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs general and preventative maintenance and body repair to City vehicles. All assignments are presented with detailed instructions before beginning the project. Repairs and replaces defective and worn parts in City vehicles, e.g. starters, alternators, brakes, batteries, belts, hoses and tires; performs minor electrical work. Performs preventative maintenance functions including replacing oil and oil filters and performing engine tune-ups to engines. Performs simple bodywork and paints damaged sections of the automobile. Cleans and maintains equipment and shop tools. Performs housekeeping duties. Assists with various projects as requested. Must furnish own hand tools.

WORKING CONDITIONS

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED certificate. May require up to 18 months of vocational education/training in automotive maintenance or repair (i.e., NIASE).

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of automotive maintenance and repair experience is required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to those with automotive certifications and ASE Certifications.

SELECTION/SKILLS TESTS REQUIRE

None
However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 11
\$755 - \$1007 Biweekly \$19,630 - \$26,182 Annually

OPENING DATE

September 14, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1ST Floor. Successful candidates will be notified of their application status. TDD phone line number (713) 837-9496. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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